

# How to Apply for Your Ideal Career with the Indian Health Service

If you're ready for the opportunity, adventure, and purpose that a career with the Indian Health Service (IHS) Division of Oral Health has to offer, we want to make the application process as simple and easy as possible. Each application process — Commissioned Corps Officer with the US Public Health Service (PHS), Federal Civil Service Employee, or direct Tribal hire — has similarities as well as differences, as noted in each of the sections below.

## To Apply For All Three Personnel Systems:

Most vacancies allow you to apply for more than one personnel system at the same time. To do so, follow the instructions for applying as a PHS Commissioned Corps Officer, and see Step 1 in the Federal Civil Service Application Instructions and Step 1 in the direct Tribal hire Application Instructions. You can check out the current vacancies, which are updated weekly, at **[www.dentist.ihs.gov](http://www.dentist.ihs.gov)**.

**FOR MORE INFORMATION ON LOAN REPAYMENT FOR COMMISSIONED CORPS, CIVIL SERVICE AND TRIBAL HIRE, GO TO [www.dentist.ihs.gov](http://www.dentist.ihs.gov).**

### PHS Commissioned Corps Officer Application Instructions

**1**  
STEP

Visit [http://www.usphs.gov/html/general\\_application.html](http://www.usphs.gov/html/general_application.html) and scroll to the following 4 hyperlinks and download the following files:

- [Introductory Letter from CAPT Terry Golden](#)
- [Instructions for Submitting an Active Duty Application](#)
- [PHS-50 \(Our Main Application Form\)](#)
- [PHS-1813.PDF \(Letter of Recommendation Form\) — 3 or 4 Recommendations Required](#)

**2**  
STEP

Create two copies of the PHS-50 for a total of 3 for use in steps 3 & 5.

**3**  
STEP

Mail the original PHS-50 and one copy of the PHS-50 in a 9 x 12 envelope to:

Division of Commissioned Personnel/HRS/PSC  
ATTN: Transactions and Applications Section/RAB  
5600 Fishers Lane, Room 4a-18  
Rockville, MD 20857-0001

**4**  
STEP

Following the instructions for PHS-1813.PDF have the person writing your recommendations send one set of recommendations directly to:

Division of Commissioned Personnel/HRS/PSC  
ATTN: Transactions and Applications Section/RAB  
5600 Fishers Lane, Room 4a-18  
Rockville, MD 20857-0001

Have the person writing your recommendations send the second set of recommendations directly to the address in step 5.

**5**  
STEP

Submit a

- Cover Letter
- Resume/CV
- Copy of the PHS-50 (from STEP 2)
- Copy of Transcripts

in a 9 x 12 envelope to:

Timothy L. Lozon, DDS  
IHS Division of Oral Health  
801 Thompson Avenue, Suite 335  
Rockville, MD 20852-1627

### Age Waiver/Active Duty Waiver (Dentists Only)

Are you over the age of 44? Do you have more than 8 years of uniformed service active duty credit? If so, and you are interested in the PHS Commissioned Corps, some sites may be willing to write a letter of justification for an Age Waiver/Active Duty Waiver for you to submit to the Division of Commissioned Personnel (DCP) for consideration. There is a four-step process for applying with an Age Waiver/Active Duty Waiver:

1. Submit a Cover Letter and Resume/CV  
Via Email to: [tlozon@hqe.ihs.gov](mailto:tlozon@hqe.ihs.gov)
2. IHS will Distribute the Information to Sites Nationwide
3. If a Site Expresses Interest and you Achieve a Match, the Appropriate Person at the Site will Write a Letter of Justification for Age Waiver/Active Duty Waiver
4. Follow the PHS Commissioned Corps Officer Application Instructions and Include the Age Waiver/Active Duty Waiver in the Active Duty Application Packet



## Federal Civil Service Application Instructions



If you have completed the PHS Commissioned Corps Officer Application Instructions and would like to be considered for Federal Civil Service as well, please follow only Step 2 below. If you have not applied to the PHS Commissioned Corps and would like to be considered for the Federal Civil Service only, then please complete Steps 3 through 5 below.



Prepare a cover letter stating that you have applied for the PHS Commissioned Corps and that you would like to be considered for the Federal Civil Service as well. Mail it to the address in Step 5.



### Prepare Application Materials

- Cover Letter
- Resume/CV
- Copy of State Professional License (Note: Students must indicate the status of National Boards Part I and II.)
- All Students and Graduates after April 1998 Submit an Original Dental School Transcript<sup>1</sup>



### Obtain 3 Letters of Professional Recommendation

Recommendations are not to be seen by the applicant. Please have your 3 references write and mail the recommendation letters directly to the address in Step 5 below.



### Mail Application Materials in a 9 x 12 envelope to:

Timothy L. Lozon, DDS  
IHS Division of Oral Health  
801 Thompson Avenue, Suite 335  
Rockville, MD 20852-1627

### Alaska & California

Alaska Area and California Area do not currently offer Federal Civil Service employment opportunities.

<sup>1</sup> Some sites require transcripts for applicants who graduated prior to April 1998. If so, the site will request it directly from you.

## Direct Tribal Hire Application Instructions



If you have completed the PHS Commissioned Corps Officer Application Instructions and would like to be considered for direct Tribal hire as well, please follow only Step 2 below. If you have not applied to the PHS Commissioned Corps and would like to be considered for direct Tribal hire only, please complete Steps 3 through 5 below.



Prepare a cover letter stating that you have applied for the PHS Commissioned Corps, and that you would like to be considered for direct Tribal hire as well. Mail it to the address in Step 5.



### Prepare Application Materials

- Cover Letter
- Resume/CV
- Copy of State Professional License (Note: Students must indicate the status of National Boards Part I and II.)
- All Students and Graduates after April 1998 Submit an Original Dental School Transcript<sup>1</sup>



### Obtain 3 Letters of Professional Recommendation

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### Additional Tribal Hire Requirements

Positions listed as Tribal hire are not part of the Federal personnel systems, so pay and benefits vary by Tribe. Tribal hire opportunities generally require a license in the state in which the employee will work, except for Alaska, which will allow dentists with a valid license from another US state to work for the Tribal Corporation for a pre-determined period of time while they actively pursue a valid Alaska license.

<sup>1</sup> Some sites require transcripts for applicants who graduated prior to April 1998. If so, the site will request it directly from you.

**If you have questions during the application process you may e-mail  
Dr. Tim Lozon at [tlozon@hqe.ihs.gov](mailto:tlozon@hqe.ihs.gov) or call 1-800-IHS-DENT (1-800-447-3368).**



Opportunity Adventure Purpose

